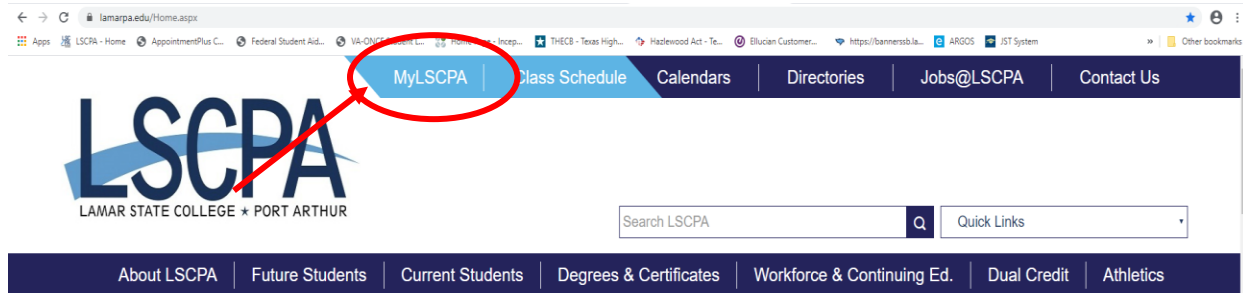


# Direct Deposit and/or E-Refunds

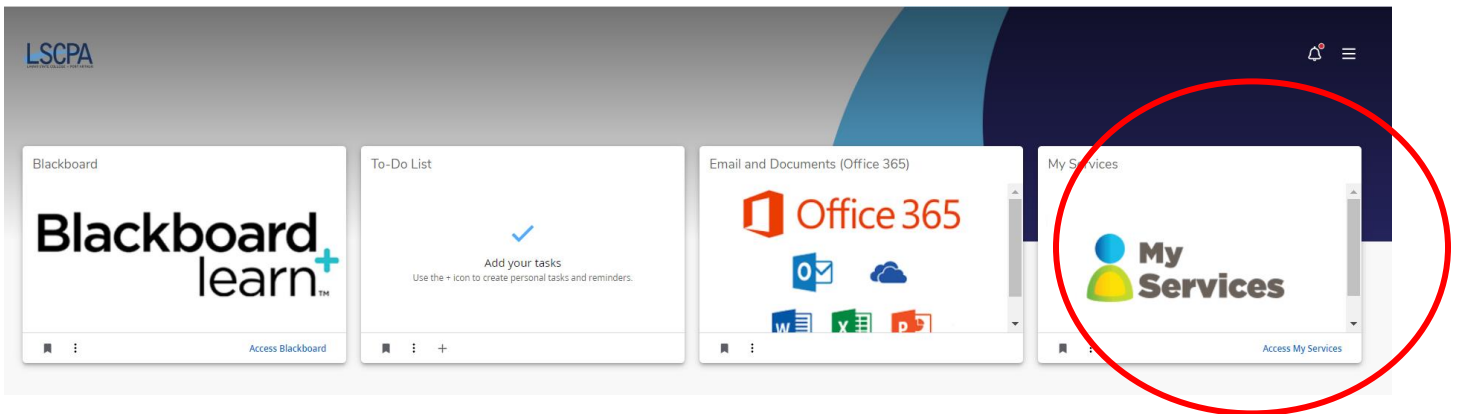
1. Click on “MyLSCPA” blue tab



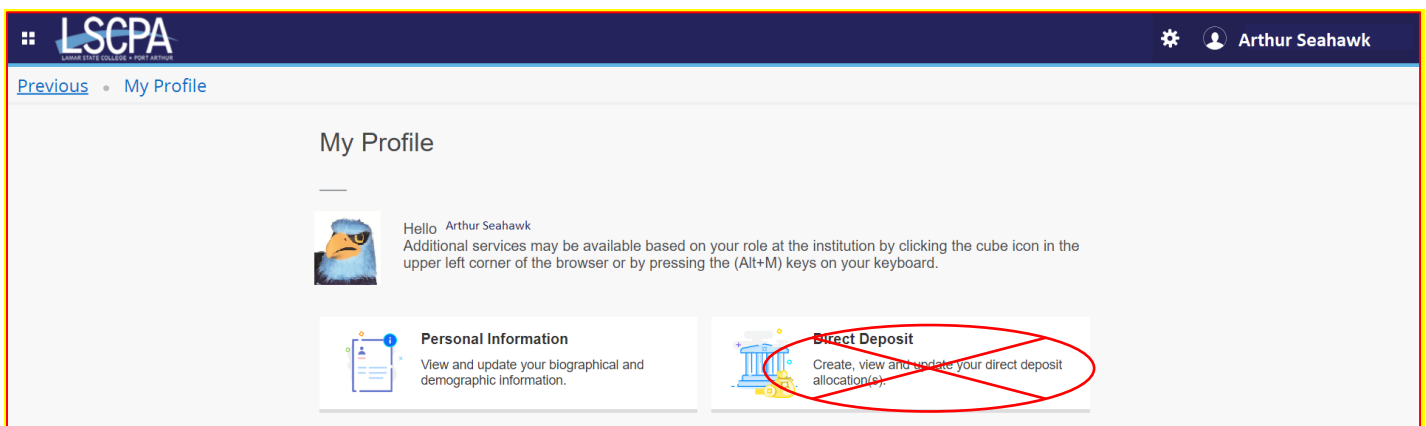
2. Log in using your Email Address and password

If you have forgotten your password you can reset it online or contact the Help Desk at (409) 984-6150.

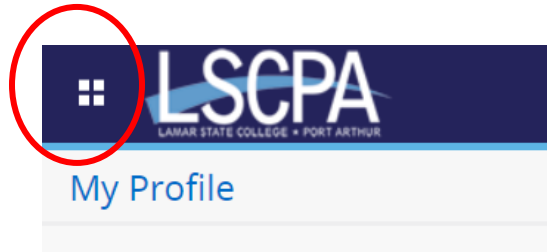
3. Click on “My Services”



4. It will land you on your profile page.



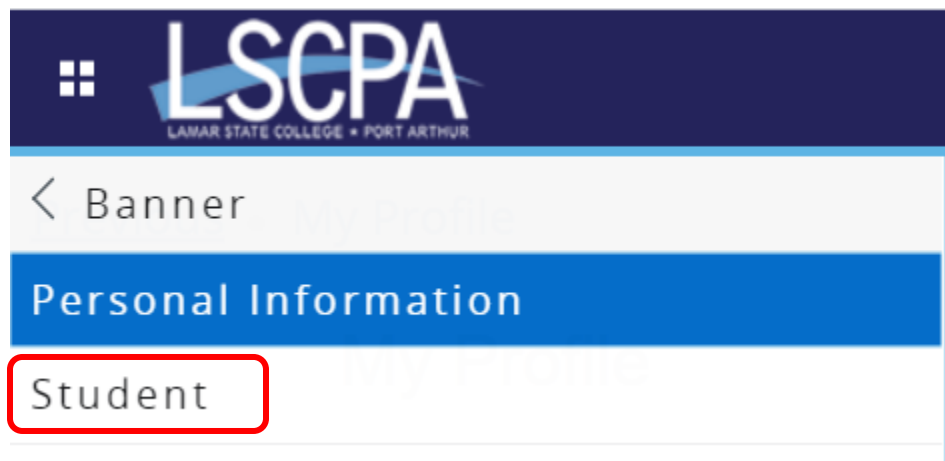
5. Click on the Four Boxes in the corner next to the LSCPA Logo. This is a drop down menu.



6. Select Banner



7. Select Student



8. This will land you on the Student Services Page. Click on Student Payment Center.

# Student Services



Additional services may be available based on your role at the institution by clicking the cube icon in the upper left corner of the browser or by pressing the (Alt+M) keys on your keyboard.

- [Attendance Tracking](#)
- [View Grades](#)
- [Student Profile](#)
- [Registration and Planning](#)
- [Personal Information](#)
- [Academic Transcript](#)
- [Clearinghouse Verification](#)

If you have any questions, please email the [Registrar](#).

- [Financial Aid Applicants](#)

If you have any questions, please email the [Financial Aid Office](#).

- [Account Summary](#)
- [Student Payment Center](#)
- [Account Details by Term](#)
- [Tax Notification](#)
- [Account Information](#)
- [Statement and Payment History](#)

If you have any questions, please email the [Bursar](#).

9. You will land on the Account Page. Click on either Electronic Refunds or Refund Account Setup.

**LSCPA**  
LAWAR STATE COLLEGE • PORT ARTHUR

Home My Account Make Payment Payment Plans Refunds Help

Currently there is no activity on your account Student Account.

**Announcement**

Welcome!!

First-Timer?? Make sure to Update your Profile.

Expecting a Refund. Be sure to set-up your Refund Payment Profile.

Need a little more time?? Check out our On-line Installment Plans.

**Student Account**

[Account Setup](#)

[View Activity](#) [Make Payment](#)

**My Profile Setup**

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- [Electronic Refunds](#)

# 10. Follow the on screen instructions to set up your Direct Deposit

YOUR NAME  
ADDRESS  
CITY, STATE ZIP

DATE \_\_\_\_\_

001  
10-4/220  
BRANCH 001

PAY TO THE ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

**YOUR BANK**

FOR \_\_\_\_\_

⑆ 23456789 ⑆ 00000 23456789 ⑆ 00 ⑆

ABA or Bank Routing Number      Bank Account Number      Check Number